

9 February 1950

TRD STAFF MEETING
8 February 1950

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PRESENT:

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1. Training Aids. Mr. [REDACTED] is auditing all lectures given in TRD instruction to see where audio or visual aids may be used to advantage in the presentation. The purpose is to analyze the lectures from the training aid point of view and Mr. [REDACTED] report will furnish the basis for discussion with the instructor giving the lecture, and the chief instructor of the course. Copies of Mr. [REDACTED] report will be furnished to the instructor, chief instructor and one will be filed in Mr. [REDACTED] office. An arrangement is presently being worked out with Mr. [REDACTED] whereby Mrs. [REDACTED] will assist Mr. [REDACTED] part-time.

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2. Course Attendance. Mrs. [REDACTED] reported she had six applications for the next SOC course and 31 for the Operations Course. [REDACTED] again emphasized that enrollment should be evenly divided between OSO and OPC with the proviso that if the OPC slots are not filled they may be used by OSO personnel.

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3. Recruitment Trip. Mr. [REDACTED] will leave today for a recruitment trip to New York City where he has appointments with several potential instructors for the covert and staff training branches. He requested the names of other possibilities for instructors in that vicinity.

4. Job Descriptions. Mr. [REDACTED] stated that the Recruitment Request forms for each vacant position on the TRD T/O should be in by 10 February for early submission to SED. The description of duties and special qualifications desired should be those ideally suited to the position and not necessarily the qualifications of the person filling the slot. In addition, branch chiefs were requested to have forms (No. 37-8) completed for each position in their branches. Mr. [REDACTED] reported that Mr. [REDACTED] POS/OPC has already received descriptions of the military slots, which are all OPC, and is trying to fill them with qualified military personnel.

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5. TRD Covert Training Form. Mr. [REDACTED] of the Covert Training Branch is presently preparing forms to be used for requesting covert training. Upon its completion they will be sent to Mr. [REDACTED] for reproduction and distribution.

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6. Joint Training Committee Meeting. [REDACTED] gave a brief resume of the Joint Training Committee meeting held yesterday:

a. Training Load. COS stated that OPC is trying to put through mandatory training; in addition, they are beginning to enter all staff

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personnel into training who have not already received it. Added impetus has been given to the recruitment program. In these ways they expect that during the next few months more OPC trainees will be entered in training.

OSO has a large number of field returnees coming back within the next two-three months. In addition, they must have all branch and division T/O's filled by the end of December 1950 which will mean added personnel coming on board during the next several months.

b. The preparation and circulation of a student comment sheet by TRD seeking opinions of the students on the caliber of instruction, method of presentation, and other constructive criticism, received the approval of CCS/CPC and EXO/OSO.

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c. Since Mr. [REDACTED] have no idea when a decision will be reached on the amalgamation, TRD was authorized to go ahead on the 1950 budget using OPC funds.

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d. At [REDACTED] request for approving authority for OPC as he has for OSO, Mr. [REDACTED] requested a memorandum be sent to him outlining the types of expenditure by categories for which Colonel [REDACTED] has sole authority in OSO and those which require concurrence of EXO/OSO or ADSO. (Mr. [REDACTED] was requested to prepare such a memorandum for [REDACTED] signature.)

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e. Mr. [REDACTED] agreed to put out memoranda to their branch and division chiefs calling attention to difficulties encountered in FSI language training, i.e., cancellation of language training requests at the last moment, [REDACTED] withdrawing CIA students from class for one day or more, etc.

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7. Research and Instructional Materials. [REDACTED] re-emphasized the importance of all instructors and branch chiefs being kept informed of materials received by Mr. [REDACTED] has area background materials and Mr. [REDACTED] receives operational research material from the CIA Library. They will continue to circulate lists of new materials received as well as actual materials where practicable.

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8. TLO Meeting. A meeting of the Training Liaison Officers will be held in the Auditorium at 1530 on Friday, 10 February. Mrs. [REDACTED] was requested to inform all TLO's. Mr. [REDACTED] suggested that it be emphasized at this meeting that all training request forms be submitted in advance of the date the student will report for training. In addition, the students should be made available for the entire period of instruction and not pulled out during the classes. Mrs. [REDACTED] will prepare a list of points to be raised with the TLO's at this meeting.

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9. TRD Meeting. A meeting for all TRD personnel will be held at 1610 on Friday, 10 February in the Auditorium. Miss [REDACTED] will notify all branch chiefs. It is requested that as many instructors as possible attend this meeting.

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